



Enrolling Staff Members onto a Moodle Module

In the new, unified UWTSD Moodle, a new role of “Module Lead” is able to add tutors as editing teachers into modules. A step by step guide on how to do this can be seen below:

Step 1:

Access the relevant module and click on the **Course Management** drop down menu. Under the **User Links** category, select **Enrolled Users**.

Step 2:

Select the **Enrol users** button in the Enrolled users page that opens.

Step 3:

Click on the **Assign Roles** dropdown menu (1) and select the role you wish to assign the staff member, usually **Editing Teacher** but, if the tutor is not going to be adding or editing content then the role **Non-editing Teacher** may be chosen. Search for the staff member using their name or email address (2). Once their name appears in the list click the **Enrol** button next to their name (3). Once you have found and enrolled each tutor you need click the **Finish enrolling users** button (4).

Step 4:

To return to the main module page locate and click on the module code in the “bread-crum trail” menu (TDRL7098 in the example image).

The screenshot shows the Moodle interface for managing users. The top navigation bar includes 'This Course' and 'Course Management'. The 'User Links' section is active, showing a list of links: 'Grades overview', 'Enrolled users' (highlighted), 'Groups', 'Enrolment methods', 'Logs', 'View live logs', 'View course participation report', and 'View activity report'. Below this, the 'Enrolled users' page is displayed. It features a search bar, filters for 'Enrolment methods' (All), 'Role' (All), 'Group' (All participants), and 'Status' (All). A 'Filter' button is present. The 'Enrol users' modal is open, showing the 'Assign roles' dropdown set to 'Editing Teacher' (labeled 1). The 'Enrolment options' search bar contains 'huw' (labeled 2), and the 'Search' button is visible. Two users are listed: 'Huw 1234566, huw.smith@uwtsd.ac.uk' and 'Huw, huw.thomas@uwtsd.ac.uk', each with an 'Enrol' button (labeled 3). At the bottom right of the modal, a 'Finish enrolling users' button is visible (labeled 4).

The screenshot shows the Moodle breadcrumb trail at the top: 'Dashboard / Courses / Faculty of Humanities and Performing Arts University of Wales / TDRL7098 / Users / Enrolled users'. The 'Enrolled users' page is displayed below, showing the same search and filter options as the previous screenshot.